

DD/A Registry
87-0593X**U.S. Department of Labor**Employment and Training Administration
601 D Street, N.W.
Washington, D.C. 20213

MAR 20 1987

Mr. William F. Donnelly
Deputy Director for Administration
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Donnelly:

On behalf of Roger D. Semerad, Assistant Secretary of Labor, I want to thank you for your response to his October 6, 1986, memorandum to your Assistant Secretary for Administration and Management concerning the Unemployment Compensation for Federal Employees (UCFE) program. The purpose of his memorandum was to reemphasize existing procedures and outline additional changes designed to strengthen the program.

Thirty-five Federal agency responses were received. All of these responses indicated that special emphasis will be placed on the specific areas outlined in Mr. Semerad's memorandum. These included the necessity to: (1) furnish timely and complete information to the State agencies; (2) provide the complete circumstances pertaining to the termination of stay-in-school employees; (3) ensure that their responsibilities concerning the preparation for and filing of appeals will be carried out timely; and (4) ensure that each separating employee is handed an SF-8, Notice to Federal Employee About Unemployment Insurance, and given an explanation of its purpose at the time of his or her separation from Federal employment.

All Federal agencies have also implemented or are in the process of implementing two new requirements to: (1) include a contact person/organizational unit and telephone number on all SF-8s and ES-931s; and (2) provide and advise all newly hired and rehired employees, who may be receiving or have applied for unemployment insurance benefits, of their responsibility to promptly notify the appropriate State agency that they are employed so that the agency will discontinue their Unemployment Insurance checks now that they are reemployed. Feedback we have received from several recent UCFE seminars conducted for Federal agency representatives indicates a general lack of awareness of these requirements.

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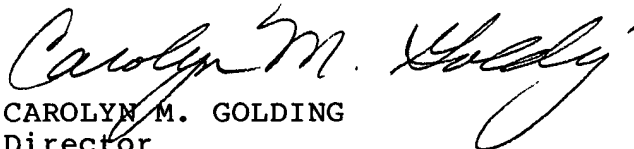
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Some agencies have already initiated the changes which were proposed for your consideration in the Assistant Secretary's memorandum while others are not able to or do not believe the changes are feasible within their agency. After all Federal agency responses are analyzed and policy decisions made, I will share with you what additional actions, if any, will need to be taken by your agency.

In addition, I urge you to disseminate and reemphasize to all staff in your agency with any responsibility for the UCFE program the actions that they need to take to ensure that these UCFE requirements are followed.

If you have any questions or need technical assistance concerning these procedures or the UCFE program in general, please contact Millie Enten of my staff on 376-7370.

Sincerely,

A handwritten signature in cursive script, reading "Carolyn M. Golding".

CAROLYN M. GOLDING
Director
Unemployment Insurance Service

U.S. Department of Labor

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601 D Street, N.W.
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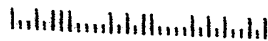
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